Change the wording of a payslip line (Display as)

Payments and Deductions · https://paiyroll.com/kb/change-the-wording-of-a-payslip-line/

The wording of a payslip line

You can change the wording that an employee sees on a payslip line, for example to show the hours and rate: "Per piece: 10 Hours @ 15.00". This text is also called the description of the line. You set it in the **Display as** input of the Pay Item. In **Display as**, a name in curly brackets shows the value of that input. For example, {Hours} shows the hours, and {Base} shows the rate. Text outside the brackets shows as you type it.

You can set **Display as** in three places:

Where	Applies to
The Pay Definition	Pay Items created after the change
The Pay Item editor	One employee
A data feed	All the employees in your spreadsheet, with one upload

A change on the Pay Definition does not change the Pay Items that employees already have. paiyroll® copies the value only once, when it creates the Pay Item. To change existing Pay Items, use the Pay Item editor or a data feed.

In a data feed, curly brackets have a different meaning. **{Rate}**, with one bracket on each side, takes the value from the column Rate of your spreadsheet. So, to put {Hours} on the payslip line, you type **{{Hours}}**, with two brackets on each side.

Set it on the Pay Definition

1. Click **Setup** > **Pay Definitions**.
2. Find the Pay Definition, for example **Per piece**.

3. Click **Update**.
4. Click **Inputs**.
5. Find the input **Display as**, and in its **Value**, enter the text, for example: **Per piece: {Hours} Hours @ {Base}**
6. Click **Update**.

Set it for one employee

1. Click **Pay Item editor**, then select the employee.
2. In the Pay Item, for example **Per piece**, find **Display as**. If you cannot see it, click **more**.
3. Enter the text, for example: **Per piece: {Hours} Hours @ {Base}**
4. Click **Update**.

Set it for many employees with a data feed

Do these steps on the data feed that uploads your Pay Item spreadsheet. It is made from the template **Upload pay item Columns from CSV**.

Add the line to the Columns

1. Click **Data feeds**, then click the name of the data feed.
2. Select **Dry run**.
3. Under **Columns**, click **Edit as JSON**.
4. Find the lines of the Pay Item, for example: **"Per piece.Hours": "{Hours}",**
5. Under them, add this line: **"Per piece.Display as": "Per piece: {{Hours}} Hours @ {{Base}}"**
6. Make sure that each line ends with a comma, except the last line.
7. Click **Update**.

Test, then upload

1. Click **Data feeds**, then click **Upload...** for the data feed, and upload your spreadsheet.
2. Click **View**, and check the result for errors.
3. If there are no errors, click the name of the data feed, clear **Dry run**, and click **Update**.
4. Click **Upload...** for the data feed, and upload your spreadsheet again.

For example, the Columns can then be:

```
{
  "Works id": "{WorkerId}",
  "Worker name": "{WorkerName}",
  "Per piece.Base": "{Rate}",
  "Per piece.Hours": "{Hours}",
  "Per piece.Display as": "Per piece: {{Hours}} Hours @ {{Base}}"
}
```

The upload sets **Display as** for the employees who already have the Pay Item, and for the employees who get it in this upload.

Next steps

- Column based files
- Column Definition Language